

COMMON INTEREST COMMUNITY BOARD

MINUTES OF MEETING

January 15, 2026

The Common Interest Community Board met at the Department of Professional and Occupational Regulation, 9960 Mayland Drive, Richmond, Virginia. The members indicated below were present. All members present were qualified to vote, except where a specific reason for disqualification is stated. There are eleven (11) members on this Board, in which six (6) constitutes a quorum pursuant to § 54.1-2348.

The following Board members were present:

Margaret "Meg" Tunstall, Chair
Catherine Noonan
Marcy Peacock
Tracey Talbert
Michael Cummins
Daniel Zickefoose
Joshua Arthur
Donald Boswell

The following Board members were absent:

Drew Mulhare (Vice Chair)
Melissa Shaheen
Deborah Casey

DPOR staff present for all, or part of the meeting included:

Jeb Wilkinson, Agency Director
Stephen Kirschner, LRPD Deputy Director
Tom Payne, CID Deputy Director
Anika Coleman, Executive Director
Joe Haughwot, Regulatory Affairs Manager
Christina Dumas, CIC/Cemetery Manager
Jennifer Plummer, Regulatory Operations Administrator
Shaifali Prajapati, Administrative Coordinator
Khang Le, Administrative Coordinator
Connor Davis, Budget Officer

Ms. Tunstall determined a quorum was present and called the meeting to order at 10:00 A.M.

CALL TO ORDER

Ms. Coleman informed the Board of the emergency evacuation procedures.

Emergency Egress

Mr. Boswell moved to approve the agenda as presented. **Ms. Noonan seconded** the motion, which was unanimously approved by members: Arthur, Boswell, Cummins, Noonan, Peacock, Talbert, Tunstall, and Zickefoose.

**APPROVAL OF
AGENDA**

Mr. Arthur moved to approve the minutes from September 25, 2025, Common Interest Community Board meeting and October 14, 2025, Common Interest Community Board Public Hearing. **Mr. Boswell seconded** the motion, which was approved by members: Arthur, Boswell, Cummins, Noonan, Peacock, Talbert, Tunstall, and Zickefoose.

**APPROVAL OF
MINUTES**

Ms. Tunstall allowed board members and board staff to introduce themselves.

**Welcome and
Introductions**

Krista White addressed the Board by phone requesting consideration of remote participation options for the public. White requested live streaming of Board meetings to increase accessibility for constituents rather than having to rely on meeting information from Town Hall.

PUBLIC COMMENT

Robert French introduced himself in person as the Vice President of the Ashcreek Homeowner's Association, which had filed an approximately 70-page complaint against their former management company. Mr. French requested the Board to have staff expedite their submitted complaint, citing this management company has ongoing systemic issues that is affecting other HOAs. He requested staff reach out to update him regarding the status of the case.

Cynthia Gale addressed the Board in person concerning recovery fund requirements per the *Code of Virginia*. Another concern was brought up that the recovery fund does not bring in enough minimum balance to sustain itself. An additional concern was that there are inconsistencies with how some associations are collecting the Resale Certificate. Additionally, Ms. Gale indicated there was a timing conflict with registrations, Ms. Gale proposed legislation to alleviate this issue.

Public comment period concluded at 10:19AM.

NEW BUSINESS

Ms. Coleman provided the Board with the Executive Director's Update, with notice of new regulations taking effect as of December 31, 2025. Additionally, the Department will re-establish Committees to continue Regulatory Reviews in 2026.

Executive Director's Update

Mr. Kirschner provided the Board with an update on the status of the Recovery Fund, noting that the Fund is currently operating above the statutory minimum. He cautioned, however, that recent Recovery Fund claims could significantly deplete the Fund, thereby necessitating a transfer from the Information Management Fund. Mr. Kirschner further explained the risks associated with the Fund operating below statutory minimum levels and outlined alternative options for replenishing the Fund. He also highlighted the statutory authority that permits the Agency Director to impose a special assessment on homeowners' associations (HOAs).

Recovery Fund Financial Statement

Mr. Davis, DPOR's Budget Officer, presented a financial update to the Board. He reported that the General Fund remains financially healthy, while the Recovery Fund is anticipated to experience a significant deficit due to upcoming claim payouts. Mr. Kirschner provided recommendations for expenditure adjustments, including potential fee increases. Mr. Davis recommended that the Board approve a transfer of \$250,000 from the Information Management Fund to the Recovery Fund.

Upon **motion by Mr. Arthur and seconded by Ms. Peacock**, the Board approved the transfer of \$250,000 to the Recovery Fund. Members voting in favor were Arthur, Boswell, Cummins, Noonan, Peacock, Talbert, Tunstall, and Zickefoose.

Mr. Haughwot presented to the Board the General Review of Common Interest Community Manager Regulations (18 VAC 48 - 50).

General Review of Common Interest Community Manager Regulations

After review, **Mr. Boswell moved** that public comments and draft responses are approved, and **Ms. Talbert seconded** the motion, which was approved by members Arthur, Boswell, Cummins, Noonan, Peacock, Talbert, Tunstall, and Zickefoose.

Review Public Comments and Draft Responses

After the vote on approval of public comments and draft responses, **Mr. Boswell moved** for adoption of final regulations as amended, **Ms. Noonan seconded** the motion, which was approved by members: Arthur, Boswell, Cummins, Noonan, Peacock, Talbert, Tunstall, and Zickefoose.

OTHER BUSINESS

Mr. Payne informed the Board that a candidate for Ombudsman position will begin in February with job interviews concluded. He also reported that complaints and phone calls have been up, with a suggestion to make complaints automated to streamline work processes. The Ombudsman Report was submitted in a timely manner to the General Assembly website.

Ombudsman Report

Ms. Tunstall reminded the Board members to complete their conflict-of-interest forms and travel vouchers.

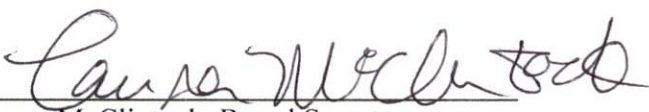
**COMPLETION OF
PAPERWORK**

There being no further business, the Board adjourned at 11:17 a.m.

ADJOURN



Marcy Peacock, Board Chair



Laura McClintock, Board Secretary

**STATE AND LOCAL GOVERNMENT
CONFLICT OF INTERESTS ACT**

**TRANSACTIONAL DISCLOSURE STATEMENT
for Officers and Employees of State Government**

1. Name Michael Cummins
(Name of Board Member)
2. Title: Board Member
3. Agency: DPOR/Common Interest Community Board
(Name of Board)

4. Meeting/IFF Date: 01/15/2026

5. Do you have a personal interest in the following transaction?

☒ No; I **do not** have a personal interest in any transactions taken at this meeting.

☐ Yes - If yes, please answer the following questions.

A. _____
(Agenda Item)

B. Nature of Personal Interest Affected by Transaction:

C. I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

- D. ☐ I am able to participate in this transaction fairly, objectively, and in the public interest. or
☐ I did not participate in the transaction.

6. Signature of Board Member:


Signature

January 15, 2026

Date

**STATE AND LOCAL GOVERNMENT
CONFLICT OF INTERESTS ACT**

**TRANSACTIONAL DISCLOSURE STATEMENT
for Officers and Employees of State Government**

1. Name Catherine Noonan
(Name of Board Member)
2. Title: Board Member
3. Agency: DPOR/Common Interest Community Board
(Name of Board)

4. Meeting/IFF Date: 01/15/2026

5. Do you have a personal interest in the following transaction?

☒ No; I **do not** have a personal interest in any transactions taken at this meeting.

☐ Yes - If yes, please answer the following questions.

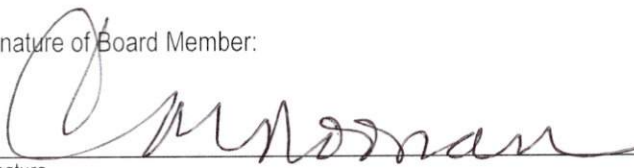
A. _____
(Agenda Item)

B. Nature of Personal Interest Affected by Transaction:

C. I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

- D. ☐ I am able to participate in this transaction fairly, objectively, and in the public interest. or
☐ I did not participate in the transaction.

6. Signature of Board Member:

 January 15, 2026
Signature Date

**STATE AND LOCAL GOVERNMENT
CONFLICT OF INTERESTS ACT**

**TRANSACTIONAL DISCLOSURE STATEMENT
for Officers and Employees of State Government**

1. Name Marcy Peacock
(Name of Board Member)
2. Title: Board Member
3. Agency: DPOR/Common Interest Community Board
(Name of Board)
4. Meeting/IFF Date: 01/15/2026
5. Do you have a personal interest in the following transaction?
- ☒ No; I **do not** have a personal interest in any transactions taken at this meeting.
- ☐ Yes - If yes, please answer the following questions.
- A. _____
(Agenda Item)
- B. Nature of Personal Interest Affected by Transaction:
-
- C. I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:
- _____
- D. ☒ I am able to participate in this transaction fairly, objectively, and in the public interest. or
- ☐ I did not participate in the transaction.
6. Signature of Board Member:


Signature

January 15, 2026
Date

**STATE AND LOCAL GOVERNMENT
CONFLICT OF INTERESTS ACT**

**TRANSACTIONAL DISCLOSURE STATEMENT
for Officers and Employees of State Government**

1. Name Tracey Talbert
(Name of Board Member)
2. Title: Board Member
3. Agency: DPOR/Common Interest Community Board
(Name of Board)

4. Meeting/IFF Date: 01/15/2026

5. Do you have a personal interest in the following transaction?

☒ No; I **do not** have a personal interest in any transactions taken at this meeting.

☐ Yes - If yes, please answer the following questions.

A. _____
(Agenda Item)

B. Nature of Personal Interest Affected by Transaction:

C. I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

- D. ☐ I am able to participate in this transaction fairly, objectively, and in the public interest. or
☐ I did not participate in the transaction.

6. Signature of Board Member:

Tracey Talbert
Signature

January 15, 2026
Date

**STATE AND LOCAL GOVERNMENT
CONFLICT OF INTERESTS ACT**

**TRANSACTIONAL DISCLOSURE STATEMENT
for Officers and Employees of State Government**

1. Name Joshua Arthur
(Name of Board Member)
2. Title: Board Member
3. Agency: DPOR/Common Interest Community Board
(Name of Board)
4. Meeting/IFF Date: 01/15/2026
5. Do you have a personal interest in the following transaction?
- ☒ No; I **do not** have a personal interest in any transactions taken at this meeting.
- ☐ Yes - If yes, please answer the following questions.
- A. _____
(Agenda Item)
- B. Nature of Personal Interest Affected by Transaction:
-
- C. I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:
- _____
- D. ☐ I am able to participate in this transaction fairly, objectively, and in the public interest. or
☐ I did not participate in the transaction.
6. Signature of Board Member:


Signature

January 15, 2026
Date

**STATE AND LOCAL GOVERNMENT
CONFLICT OF INTERESTS ACT**

**TRANSACTIONAL DISCLOSURE STATEMENT
for Officers and Employees of State Government**

1. Name Donald Boswell
(Name of Board Member)
2. Title: Board Member
3. Agency: DPOR/Common Interest Community Board
(Name of Board)
4. Meeting/IFF Date: 01/15/2026
5. Do you have a personal interest in the following transaction?
- ☒ No; I **do not** have a personal interest in any transactions taken at this meeting.
- ☐ Yes - If yes, please answer the following questions.
- A. _____
(Agenda Item)
- B. Nature of Personal Interest Affected by Transaction:
- C. I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

- D. ☐ I am able to participate in this transaction fairly, objectively, and in the public interest. or
☐ I did not participate in the transaction.
6. Signature of Board Member:


Signature

January 15, 2026
Date

**STATE AND LOCAL GOVERNMENT
CONFLICT OF INTERESTS ACT**

**TRANSACTIONAL DISCLOSURE STATEMENT
for Officers and Employees of State Government**

1. Name Margaret "Meg" Tunstall
(Name of Board Member)
2. Title: Board Member
3. Agency: DPOR/Common Interest Community Board
(Name of Board)

4. Meeting/IFF Date: 01/15/2026

5. Do you have a personal interest in the following transaction?

☒ No; I **do not** have a personal interest in any transactions taken at this meeting.

☐ Yes - If yes, please answer the following questions.

A. _____
(Agenda Item)

B. Nature of Personal Interest Affected by Transaction:

C. I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

- D. ☐ I am able to participate in this transaction fairly, objectively, and in the public interest. or
☐ I did not participate in the transaction.

6. Signature of Board Member:


Signature

January 15, 2026
Date

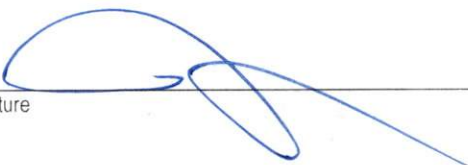
**STATE AND LOCAL GOVERNMENT
CONFLICT OF INTERESTS ACT**

**TRANSACTIONAL DISCLOSURE STATEMENT
for Officers and Employees of State Government**

1. Name Daniel Zickefoose
(Name of Board Member)
2. Title: Board Member
3. Agency: DPOR/Common Interest Community Board
(Name of Board)
4. Meeting/IFF Date: 01/15/2026
5. Do you have a personal interest in the following transaction?
- ☒ No; I **do not** have a personal interest in any transactions taken at this meeting.
- ☐ Yes - If yes, please answer the following questions.
- A. _____
(Agenda Item)
- B. Nature of Personal Interest Affected by Transaction:
- C. I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

- D. ☐ I am able to participate in this transaction fairly, objectively, and in the public interest. or
☐ I did not participate in the transaction.

6. Signature of Board Member:


Signature

January 15, 2026

Date

COMMON INTEREST COMMUNITY BOARD MEETING

SIGN IN SHEET

DEPARTMENT OF PROFESSIONAL AND OCCUPATIONAL REGULATION
 9960 Mayland Drive
 Richmond, VA 23233

Thursday, January 15, 2026 – 2nd Floor Conference Center
 Board Room 2
 10:00 A.M.

NAME	Are you here for Public Comment only Y/N	PHONE NUMBER	FILE NUMBER	RESPONDENT OR COMPLAINANT	WILL YOU ADDRESS THE BOARD Y/N
Robert French VP, Ashcreek HOA transition w/ companies	Y	804 466 2099			Y
Cynthia Gale my street, recovery fund claims	Y	804 307 550			Y
Crystal White Krista on phone requesting live stream for board kickboard					